

2017-2018 Michigan STEMworks

Request for Reviewers

Overview

The Michigan Department of Education (MDE), on behalf of the MiSTEM Advisory Council is seeking applications from STEM education programs that meet Change the Equation's criteria for "Accomplished" or "Promising" to be included in the national [Change the Equation STEMworks](#) database. The MiSTEM Advisory Council, the Michigan legislature, local school districts, and/or the private sector may use this database to guide STEM education investments in order to maximize their impact on STEM education.

A team of independent reviewers selected by the MDE and the MiSTEM Advisory Council will review all program proposals against [CTEq's Design Principles Rubric](#). The review process will determine if the evidence provided supports each program's self-ratings. Change the Equation will include programs Michigan reviewers deem "Promising" or "Accomplished" in its STEMworks honor roll of effective STEM learning programs.

Overview of the review process

Reviewers use an online review site to access and rate each program. Reviewers individually review programs' self-ratings, explanations, and evidence for each Design Principle using the online STEMworks review portal. Reviewers then rate each of the ten principles as Accomplished, Developing, or Undeveloped, based on how well the program's evidence and explanations satisfy the criteria listed under each principle. Reviewers provide comments and feedback for each principle, focusing on the evidence applicants provided and whether it supports their explanation and self-rating. Once each reviewer has submitted his or her individual review, each program's reviewers meet and come to a consensus rating for each principle.

Once the reviewers come to a consensus on each principle, consensus comments and feedback are provided for each principle, in particular for principles in which the raters disagreed with the programs' self-rating. The raters also provide a brief narrative summary outlining the strengths and impacts of the program with regard to the Design Principles. Each principle is then assigned 2, 1, or 0 points, for Accomplished, Developing, or Undeveloped, respectively.

Reviewer responsibilities:

Each reviewer must commit to:

- Attending two online reviewer training sessions offered by WestEd and Change the Equation.
 - The first session, which lasts two hours, will acquaint the reviewers with the STEMworks rubric and allow them to try their hands at reviewing programs against individual principles in that rubric.
 - During the second session, which lasts two to three hours, reviewers will discuss how three actual programs stack up against the STEMworks rubric. This session is intended to help reviewers establish a consistent standard in their program reviews. Reviewers must prepare before this session by reviewing a common set of three STEMworks applications and coming prepared to discuss their reviews.
- Reviewing all the STEMworks applications assigned to them.

A typical STEMworks application takes between two and three hours to review. Reviewers typically receive 4-5 applications each and are asked to review them over a 6-week period.
- Entering their reviewer notes in the review portal.

In the reviewer portal, each principle in the STEMworks rubric includes an area where reviewers can record their notes. Especially in cases where reviewers disagree with programs' self-assessments, it is very important that reviewers enter complete notes justifying their ratings. These notes will become the basis of feedback the programs will receive.
- Determining final program ratings in cooperation with other reviewers.

At least two reviewers will review each STEMworks applicant. After they have completed their program reviews, those reviewers must meet in person, by phone, or by online meeting to reconcile any differences in their program ratings.
- Creating feedback for applicants.

As they complete their reviews, reviewers should write notes justifying their program ratings on each of the 12 STEMworks principles. After they have completed their reviews and consulted with others who reviewed the same programs they did, reviewers will write final comments based on the review notes. Program applicants will receive those final comments as feedback on their applications. The most effective feedback is firmly grounded in the rubric and gives programs actionable information on how to improve.

How to apply to be a reviewer

Perspective reviewers must fill out the [Michigan STEMworks Grant Reviewer Application form](#). Once the program application window closes (January 26, 2018) potential reviewers will be selected from the pool of applicants. Selected reviewers will be notified of training dates and other deadlines before being asked to commit to the review.

For more information:

Visit the [Michigan STEMworks site](#)

Or

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